



# SHERWOOD CHARTER SCHOOL

## OFFICE SAFETY NEWSLETTER

The safety of children is our top priority at Sherwood Charter School; therefore, SCS has developed school policies and rules that help create a safe and respectful learning environment.

We have designed this newsletter to serve as a quick reference to some of the important safety school topics included in our Student and Parent Handbook. This document will give you an overview of how you can help us meet appropriate safety standards and what we expect of students and parents in reaching this common goal.

You can find more information on each of these topics in our Student and Parent Handbook which can be found on the resource page of the school website: [www.sherwoodcharterschool.org](http://www.sherwoodcharterschool.org).

It is with your cooperation that we are able to keep your student safe and to provide a happy and healthy learning environment for all.

Angela Havlinek and Cheryl McLeod

### SAFETY POP QUIZ!!!!

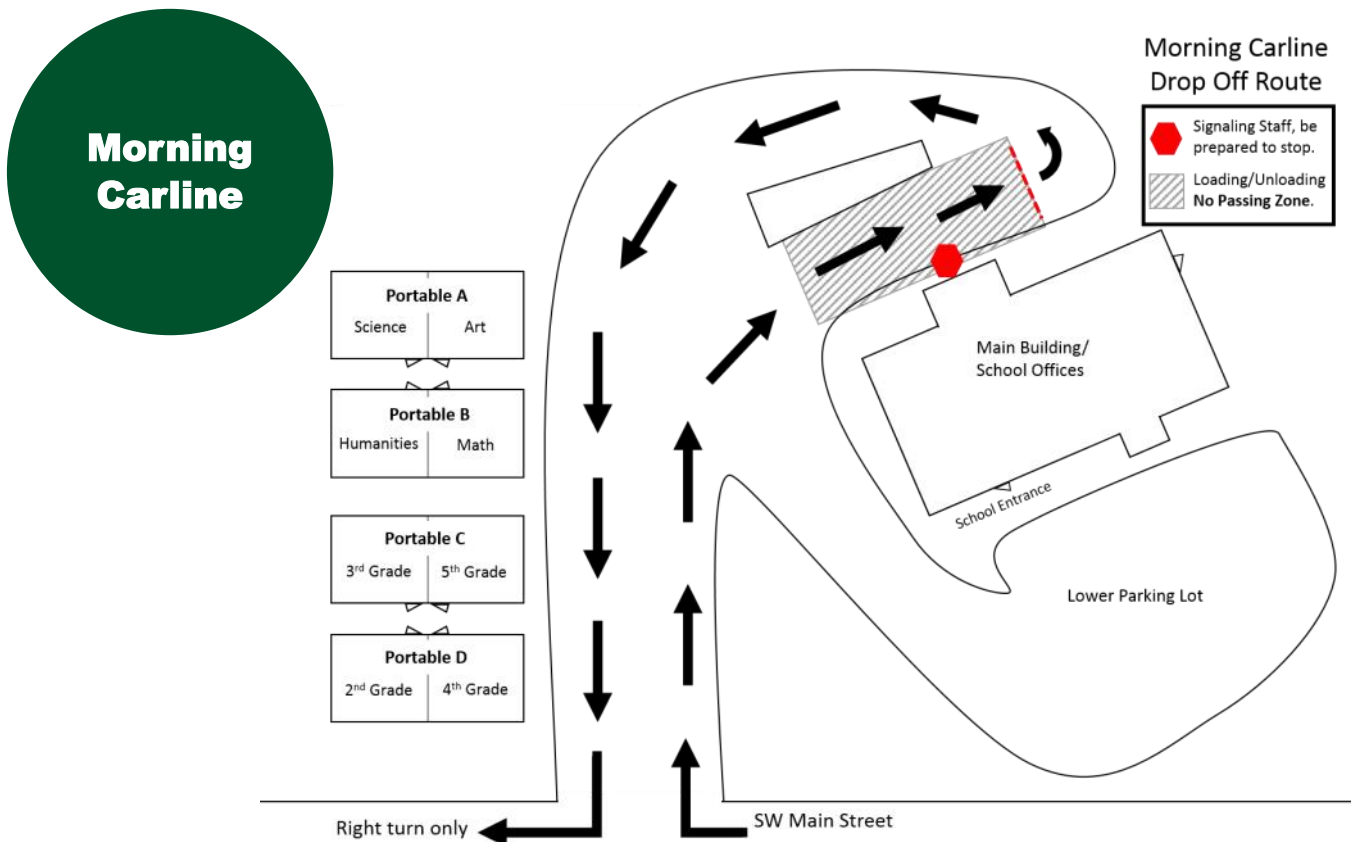
1. Can I drop off my student before 7:40 am at the designated drop off area? \_\_\_\_
2. If I'm in a hurry, is it okay to pass cars or do a U-turn anywhere in the parking lot? \_\_\_\_
3. In the morning, is it okay to drop off my student in a non-designated drop off area to catch up with their class? \_\_\_\_
4. If the area is clear of cars, can I turn left out of the parking lot during carline times? \_\_\_\_
5. Can I line up for afternoon carline before 3:21 pm? \_\_\_\_
6. If it's easier, can I drop off forgotten items such as lunch, glasses, or projects directly to my student's classroom? \_\_\_\_



Answer guide 1-6: NO!!!

# How To Navigate Carline

Our goal is to make carline safe for our students and staff and as efficient as possible for you. Everyone's safety depends upon the collaborative effort of all of us following these procedures carefully. Only right-hand turns are permitted out of the school onto Main Street during carline. Waiting until traffic is clear in both lanes creates a bottleneck; please help keep the traffic flowing.

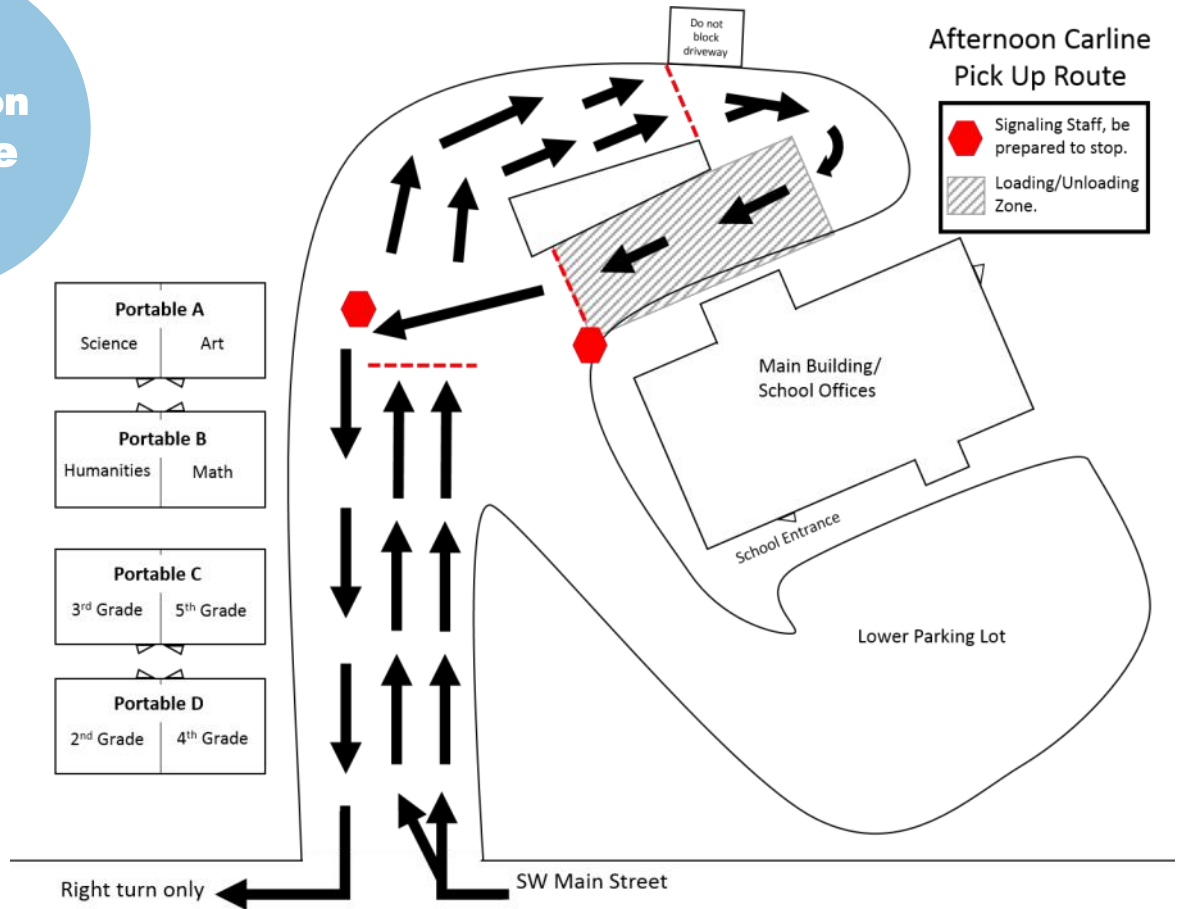


**Morning carline** drop-off begins at 7:40 am, please do not drop students off prior to that as there is no supervision. Carline ends at 7:55 am, with classes starting promptly at 8:00 am. If you are later than 7:55 am, students must go to the office to sign in.

Please pull forward to just before the horseshoe turn before stopping your car; this allows several cars to drop off their students at once. Do not stop in front of the sanctuary doors unless all the cars in front of you are stopped; this backs traffic into the crosswalk area.

Your child should have their book bag, lunchbox, projects etc. ready before you stop your vehicle and encourage your children to move quickly as a courtesy to all the people behind you. Whenever possible, children should exit the car from the passenger side. Children exiting your car from the driver's side should cross in front of your vehicle. When clear, continue around the horseshoe to the left; DO NOT do a U-turn and DO NOT back up to avoid driving around the horseshoe. DO NOT pull around other cars. Your impatience could have tragic consequences. DO NOT stop traffic in front of the school to drop students off on Main Street to avoid carline. Drivers should remain in their cars as children exit their vehicles on their own. If they are physically unable to do so, drive to the lower lot and park. Parking is prohibited in the carline route during carline hours.

## Afternoon Carline



**Afternoon carline** pick up begins at 3:30 pm and ends at 3:45 pm. The carline moves more smoothly when our families spread out pick-up time between 3:30 – 3:45 pm. Please do not arrive earlier than 3:21 pm., arriving too early into the parking lot creates safety concerns for students in afternoon PE classes and blocks crosswalks. Carline numbers are assigned during student enrollment and should be prominently displayed on your car dash during afternoon carline. Be sure your child knows your carline number to help speed up the afternoon loading. There is absolutely no parking in the driveway or U-turn permitted during carline.

Form two lanes as you pull into the school parking area. Follow the stop sign traffic monitor's directions to the left of the horseshoe. Be aware that cars are behind you and that you need to move up as soon as there is room - don't leave gaps of greater than 3 feet between cars. Our goal is to prevent cars from obstructing traffic flow on Main Street; the backup of cars creates a severe traffic hazard. Stay alert and not on your phone as staff help direct you out of the parking lot with hand signals such as a thumbs-up to ask if you have all students loaded. Reply with a nod or thumbs-up, and you will be permitted to pass when it is safe to do so.

Parents arriving after 3:45 pm will need to pick their children up from the school office. Be respectful and polite to traffic monitors; our teachers stand outside during all types of weather to protect YOUR children.

# TRANSPORTATION AUTHORIZATION

The *Transportation Authorization* form provides us with the names and phone numbers of anyone who is authorized to pick up your child and is included as part of your student's registration packet. Without the name on the list, we will NOT allow students to go home. However, in an emergency, please send an email, note or call and we will take that as your permission. Please note anyone listed as an emergency contact will have authorization to pick up your student. Be sure that the office has CURRENT information on file.

**Who can pick up my student?**

**Where can I pick up my student if I'm walking?**

## WALKING AND BIKING/RIDING TO SCHOOL

Parents of children who have permission to walk, bike, scooter, or skate from school independently without a guardian must designate so on the transportation authorization form.

Walkers should leave campus at 3:30 pm and they must sign out with the appropriate staff. If you meet your walker after school, pick up your student at the covered area at the head of carline. Tell your carline number to staff member on duty and your child will come out to meet you.

Bikes, skates, skateboards, or scooters are not allowed to be ridden on school property at any time; students are required to walk with them on school grounds. Consequences for violations are outlined in the Student and Parent Handbook. Please note: Oregon State Law (ORS 814.485 and ORS 814.600) requires that you wear helmets when riding a bike or skateboard when under 16 years of age.

## VISITORS TO SCS

Parents, guardians and guests are welcome to visit the classrooms at a previously arranged time. Check in at the office prior to going to the room to sign in and get a visitor badge. We must have an account of who is in our buildings/on campus at all times for safety reasons. Students are not allowed to bring friends, relatives, or former students to visit. All visitors must check in/out at the school office.

**Where do I sign in if I'm visiting?**

**How will I be notified if there is a closure?**

## EMERGENCY SCHOOL CLOSURES

In case of hazardous or emergency conditions, the School administration may alter school schedules as appropriate to the particular condition. Such alterations may include school closure, delayed openings, and/or early dismissal of students. School Closures are announced through Flash Alert. It is your responsibility to sign up for these notices and to keep the subscription active.

## WEAPONS

SCS has a "zero-tolerance" philosophy regarding any type of weapon in or around school grounds/facilities. **Possessing or using weapons (including "look-alikes" or any other inappropriate item) that is a threat to the safety or effective operation of the school is strictly prohibited.** Throwing pencils, shooting rubber bands and other projectiles is dangerous and is not allowed. In certain circumstances, they may be considered weapons. Consequences for violations are outlined in the Student and Parent Handbook.

**What is considered a weapon at school?**

**School Hours:** 8:00am - 3:30pm  
**Office Hours:** 7:30am - 4:00pm

**Phone:** 503-925-8007  
**Fax:** 503-925-8172  
**Email:** office@sherwoodcharterschool.org

**Street Address:**  
23264 SW Main St.  
Sherwood, OR 97140

**Mailing Address:**  
PO Box 1342  
Sherwood, OR 97140

## CARLINE REMINDER

In follow up to the Office Safety Newsletter, please review:

- Morning carline begins at 7:40 am. **Do not drop off students earlier than 7:40 am.**
- Morning carline ends at 7:55 am. If you arrive after that, bring students to the office to check in. **Do not let students out in parking lot to catch up with class.**
- Drop off only in designated areas. **Do not drop off anywhere else, unless your car is parked in an actual parking spot in the lower parking lot.**
- Afternoon carline pick up begins at 3:21 pm. **Do not line up earlier than 3:21 pm (you will be asked to leave and come back)**
- When picking up in the afternoon, have your carline number clearly displayed on your car dash or with a vinyl windshield sticker. **Do not display on anything smaller than an 8.5 x 11 paper.**
- If you need to park during carline, park in the lower parking lot near the office entrance. **Do not park in areas that disrupt carline.**
- Right hand only out of parking lot during carline times. **Do not turn left, even if it IS clear to do so!**
- **No passing or U-Turns permitted.**
- Pay attention to surroundings and pull up when room to do so.
- If you have given others permission to pick up students through carline, be sure they understand the rules.
- Be respectful to staff, other parents and children. Please model excellence for our students!

The full Office Safety Newsletter can be viewed by going to this link: <http://sherwoodcharterschool.org/wp-content/uploads/Safety-Newsletter-201803.pdf>



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